

# **Danville Transit Title VI Program Update**

## **Table of Contents**

<b>Recent Public Outreach Activities .....</b>	<b>1</b>
<b>Title VI Coordinator Responsibilities .....</b>	<b>4</b>
<b>Public Involvement Plan .....</b>	<b>5</b>
<b>Strategies for Engaging Individuals with Limited English Proficiency.....</b>	<b>7</b>
<b>Appendix 1 - Title VI Assurances.....</b>	<b>12</b>
<b>Appendix 2 – Title VI Complaint Procedures .....</b>	<b>20</b>
<b>Appendix 3 – Title VI Complaint Form.....</b>	<b>22</b>
<b>Appendix 4 – Notices to Public.....</b>	<b>27</b>
<b>Appendix 5 – Interpreters .....</b>	<b>28</b>
<b>Appendix 6 – Data Collection and Reporting Requirements .....</b>	<b>29</b>
<b>Appendix 7 – Route and Schedule guides.....</b>	<b>31</b>

# **DANVILLE TRANSIT TITLE VI PROGRAM UPDATE**

The Danville Transit System is committed to ensuring that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participating in or denied the benefits of or be subject to discrimination under any program or activity receiving federal financial assistance. The Danville Transit System will also ensure that federal supported transit services and related benefits are distributed in an equitable manner. This program for the Danville Transit System provides certain general information to reflect compliance with Title VI as per FTA Circular 4702.1A.

## **Introduction**

The Danville Transit System is a municipal transit system that operates exclusively within the city limits of the City of Danville Virginia and is a division of the city's Transportation Services Department. The Transportation Services Department Director oversees the transit system and reports directly to the City Manager. It is the responsibility of the Transportation Services Department Director for ensuring that transportation programs utilizing federal funds are in compliance with the transit system's Title VI Program and 49 CFR Section 21.9(b). The Director is responsible for coordinating and implementing the Title VI Program/Environmental Justice Assessments.

Danville Transit strives to meet evolving public transportation needs within the city limits of Danville, Virginia through cooperation, leadership and planning. Danville Transit maintains a Transportation Advisory Committee that is comprised of five (5) members including the City Manager and a City Councilman. This committee reviews all grant applications, planning documents, proposed service changes and fare adjustments. The transit system has consistently sought public input and involvement to ensure meaningful access to related activities. While no fare changes have occurred since 1995, Danville Transit has made service modifications over the past 3 years through cost effective strategies that provide all citizens with improved public transportation access.

## **Recent Public Outreach and Involvement Activities**

Noted below is a summary of public outreach and involvement activities undertaken since the last Title VI submission and a description of steps taken to ensure that minority persons and low income individuals had meaningful access to the transit system and planned projects.

### **Intermodal Bus Facility – Fall 2007**

In October 2007, Danville Transit opened an intermodal bus facility with Greyhound Bus Lines. This facility has significantly improved public transportation access as a result of its convenience and connection opportunities with intercity service. A public hearing was conducted for this project. Input was received from the Piedmont Independent Living Center who requested electric service access to recharge wheelchairs. The facility does offer this capability to persons with disabilities.

### **Expanded Reserve A Ride Program – Summer 2007**

In February 2001, Danville Transit initiated dial a ride service within the city limits of Danville, Virginia during off-peak early morning and evening hours. This transportation program originated due to survey responses from fixed route passengers who expressed an interest in expanded service hours.

Until 2001, operating hours for fixed-route and paratransit service were limited from 6:00 a.m. until 6:00 p.m. The startup of the dial a ride program service in 2001 expanded opportunities for the general public to use transit from 4:00 a.m. until 1:00 a.m. However, a significant percentage of new employers maintain multiple shift requirements that required the transit system to consider expanding this program in 2004.

A state demonstration grant was requested in 2004 to initially expand the service area for the Reserve A Ride program. A public participation hearing was held to gain input from the public in 2004. Through this demonstration grant, the transit system experimented with offering more flexible demand response operations to the east side of Danville over the past 2 years where many new businesses were locating. In addition, transit staff worked very closely with Social Services staff in 2006 and 2007 to determine if there was potential demand for expanding the Reserve A Ride service hours or establishing fixed route operations that would improve transportation opportunities for their low-income clients.

Social Services staff provided inclusive, detailed demographic data to assist with this analysis including shift times, daycare facility needs, employment locations and clients' street addresses. Although the data did not support the development of a fixed-route due to the limited number of potential passengers and related shift time requirements, it was determined that there was a significant need to offer expanded dial a ride service to the east side of Danville where many of their clients were gaining employment. With the support of the Transportation Advisory Committee, Danville Transit expanded its Reserve A Ride service hours by 25% on an experimental basis in April 2007 to facilitate shift time requirements in this area.

A database was then established to determine the feasibility of continuing the expanded hours on a permanent basis. An analysis of the data reflected that a significant percentage of the Reserve A Ride passengers required expanded service hours due to changing shift requirements. In July 2007, the expanded service hours became permanent and were included in the transit system's route and schedule guide. The transit guide is attached for your review.

### **Janie's Hope Apartments – Section 8**

Another recent example in which Danville Transit responded in a cooperative manner to provide access to low-income individuals occurred last fiscal year when a Section 8 housing project requested fixed route service. Although the senior citizen housing center is located at a significant distance from the fixed-route network, the transit system provided experimental service for six months to determine demand.

The experimental service generate little ridership by the senior citizens so Danville Transit offered as an option to the apartment management company to provide fixed route deviation service upon demand to the Section 8 housing site, which is currently done today. The route and schedule guide was updated to clarify this service arrangement and a public meeting was conducted with the residents at the apartment complex to review transportation needs and service options.

#### **Ingram Heights Apartments and nearby single family homes**

Also during the past two years, Danville Transit offered fixed route experimental service to a low-income residential area that included a Section 8 housing project on the far west end of Danville. Transit staff conducted meetings with community leaders in planning the service and then conducted group meetings at a nearby church and invited the entire community to attend to assist with developing the detailed service schedule. Turnout was very strong but the demand was poor for this service due to the community's population size. There are only 80 apartments in the Section 8 complex and the adjacent residential area is sparsely populated. Although demand was extremely weak for this operation Danville Transit presently offers demand response to this area from 4:00 am until 1:00 am.

#### **Adult Education Relocation**

In 2005 at the request of the City of Danville's Economic Development Director, the Danville Transit System worked with Adult Education staff to modify different fixed routes to provide better access to their new location. Adult Education works with low-income and limited English proficiency individuals to attain GED's and enhance language skills. Mass transit staff altered one route and included an additional bus stop on a different route to serve Adult Education. These changes were discussed and approved in advance by Adult Education before the transit guide was updated.

#### **Spanish route and schedule guide**

Three years ago, Danville Transit worked with staff from the *Danville Register and Bee* and Adult Education, a division of Danville Public Schools to prepare a route and schedule guide that was written in Spanish. This guide is attached for your review.

The transit manager prepared the copy for the preprint work with the assistance of Diana Hacker an interpreter who is employed by Danville Public Schools and the local newspaper printed the guide and distributed it at multiple locations such as convenience stores that are frequented by Spanish speaking individuals.

### **Long Range Transportation Plan – Year 2030**

Input from local citizens and government representatives was sought at the start of the transportation plan development process and continued through to its completion. Initial input on regional transportation issues and specific deficiencies was gathered using a telephone survey of 101 randomly selected households in the region. In addition, six small group meetings with a wide variety of stakeholders as well as the general public were held to identify existing and future transportation concerns. A public meeting was also held to solicit input on potential transportation improvements for consideration in the transportation plan. A formal public hearing was held on June 17, 2004 to solicit comments prior to the Transportation Plan adoption by the Danville Metropolitan Planning Organization.

Through planning and public involvement activities such as those identified in this document, Danville Transit strives to foster better understanding and cooperation with the entire community to facilitate Title VI goals. Danville Transit plays an active leadership role in strengthening access to the system by providing technical assistance and soliciting input from the public as deemed appropriate to the specific project or proposed service.

### **Responsibilities of the Title VI Coordinator**

The Title VI Coordinator is responsible for supervising staff activities pertaining to Title VI regulations and procedures set forth in federal guidance and according to Danville Transit's Title VI Program. In support of this, the Title VI Coordinator will:

- Identify, investigate, and work to eliminate discrimination when found to exist.
- Process Title VI complaints received by Danville Transit.
- Meet with appropriate staff members to monitor and discuss progress, implementation, and compliance issues related to the Title VI program.
- Periodically review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Review important Title VI-related issues with the City Manager, as needed.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs when needed.

### **Program Area Responsibilities**

#### **Program Area 1: Communications and Public Involvement**

Danville Transit's goal is to have significant and ongoing public involvement in the transportation planning process. Danville Transit strives to ensure early and continuous public involvement in all major actions and decisions.

**Principles of Danville Transit's Public Involvement Plan:**

- Equal access is an essential part of the public involvement process.
- Public notification is a primary function of the transit system
- Danville Transit will coordinate project activities with the West Piedmont Planning District Commission/Metropolitan Planning Organization to promote public Involvement opportunities.
- It is the responsibility of the Danville Transit System to offer access to information and provide timely public notice, as well as to educate the public about the planning process.

**Elements of Danville Transit's Public Involvement Plan:**

- **Meetings:** Danville Transit's Transportation Improvement Program and grant requests are considered at Metropolitan Planning Organization meetings as well as Danville City Council meetings. Public Hearings are advertised in the local newspaper to provide an opportunity for citizens to offer comment with respect to the transit's system's grant applications and program of projects and encourages any interested citizen to attend these meetings.
- **Website:** Danville Transit maintains a comprehensive website, [www.Danvilletransit.com](http://www.Danvilletransit.com), which is updated regularly and includes the Title VI Plan. This site includes route and schedule information, bus stop listings, ADA and Reserve A Ride service information, contact information and the map of the transit system. The Title VI Plan, complaint procedures, and complaint form will provide the ability for the public to provide comments on Danville Transit's programs.
- **Press releases:** Press releases are routinely sent to news media regarding new service opportunities such as the Downtown Shoppers Trolley Service and the recently expanded Reserve A Ride service.
- **Opportunities for public comment:** Danville Transit routinely provides opportunities for public comment, and continues to work to fund new and innovative ways to solicit public comments and involve all segments of the population. Comments are accepted by phone, fax, email, US mail, and in person at any open meeting.
- **Staff is accessible:** Staff is accessible in person, on the phone, by mail, by fax, by or email. Contact information is provided on the agency's website.
- **Events:** Events such as public meetings and workshops held at schools, churches and apartment complexes are held on a scheduled or as-needed basis as they relate to new service opportunities or modifications. These events are open to the public.

### **Opportunities for Public Comments**

Danville Transit routinely offers three different ways for people to comment on activities, programs, and decisions made at the agency. These include the following:

- **Comments are accepted at any time:** Comments are accepted by phone, fax, email, US mail, and in person at any meeting. Contact information is provided on the agency website. Danville Transit makes every effort to respond to all comments received.
- **Citizen comments are requested at Committee meetings:** All Transportation Advisory Committee meetings are open to the public. Responses made during these meetings are kept on record in the official minutes.
- **Formal public comment periods for major activities:** Formal public comment and review periods are used to solicit comments on major planning and programming activities, for example, Long Range Transportation Plan, service changes, fare modifications, grant applications and major amendments to the Transportation Improvement Program (TIP). Danville Transit will make every effort to respond to any comment received, and will forward comments to other agencies when appropriate. Received comments and staff responses will be reviewed at the next applicable Transportation Advisory Committee meeting(s), at which time the Committee will determine whether it is appropriate to proceed with the recommended action.

### **Strategies for Engaging Title VI Protected Groups**

Danville Transit realizes that there are large segments of the population from whom input is rarely if ever received. In an effort to hear a truly representative voice of the public, Danville Transit will take the approach of “going to the public,” in addition to receiving public comment from and educating those already interested and involved. For example, on January 28, 2008 the transit manager will participate in a training exercise with students at the Adult Education facility. These students are presently taking classes to learn English. As part of this overall effort to engage groups, Danville Transit will take the following steps:

- **Plan meeting locations carefully:** Public meetings should be held in locations that are accessible by public transit. Also, facilities should be compliant with the Americans with Disabilities Act. If a targeted population is located in a certain geographic area, then the meeting location should be in that area for their convenience.

- **Seek help from community leaders and organizations:** To facilitate involvement of traditionally underserved populations, community leaders and organizations that represent or interact with these groups regularly should be consulted about how to most effectively reach their members. For example, Danville Public Library, Goodwill Industries, Sacred Heart Church, Adult Education and Piedmont Independent Living Center will be contacted to promote involvement. Relationships with these groups should be maintained for future partnerships in the planning process.

- **Use alternative news organizations:** In addition to mainstream media organizations, advertisements and news releases announcing public participation opportunities should be targeted to media that reaches minority and ethnic populations.

- **Provide services for the disabled:** Upon advance notice, deaf interpreters, translators, and Braille documents can be provided for public meetings. Notifications of opportunities for public involvement will include contact information for people needing these or other special accommodations.

- **Be sensitive to diverse audiences:** At public meetings, Danville Transit staff should attempt to communicate as effectively as possible. Technical jargon should be avoided and appropriate dress and conduct are important. For some meetings, it may be best to use trained facilitators or language translators to better communicate with the audience.

### **Strategies for Engaging Individuals with Limited English Proficiency**

According to Census 2000 data, approximately 3.6% of Danville's population speaks a language other than English at home with Spanish being the most used non-English speaking language. To improve meaningful access, a notice explaining transit fares has been written in Spanish and posted in the Intermodal bus facility. Danville Transit has also identified in a separate notice, written in Spanish, that a Spanish-speaking interpreter can be contacted to assist with making reservations for the dial a ride service. This notice will be posted at several locations as identified in the next paragraph. The interpreter will contact the transit office to coordinate reservations for Spanish speaking individuals. The availability of the interpreter in this capacity will be considered experimental. (Appendix 4)

Danville Transit will ensure that public notices such as the Reserve A Ride notice is written in Spanish and made available for viewing in places where individuals with limited English proficiency congregate such as the Danville Transfer Center (Greyhound intermodal facility), Danville Public Library, Goodwill Industries, businesses and Catholic churches. Danville Transit will maintain a list of those staff members who speak a language other than English to provide points of contact for persons needing information. In addition, Danville Transit will establish a list of qualified interpreters and organizations such as Adult Education that can provide translation services in the event that a translation is needed.



- Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.
- Include the Title VI Notice to the Public, (see Appendix 4), on the transit system's website and bulletin board at the Danville Transfer Center (Intermodal bus facility).
- Notify affected, protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified.
- Collect statistical information on attendees of public meetings to track how well different segments of the population are represented.

### **Considerations of Title VI**

Considerations of Title VI legislation are made in conjunction with planning and programming activities for the Danville Transit System, for example:

- **Data collection:** Danville Transit will comply with all data collection and reporting requirements as outlined in Appendix 6.
- **Danville – Pittsylvania County Area Long Range Transportation Plan 2030:** The future development of Danville's long range transportation plan will include an environmental justice analysis to ensure that the burdens and benefits of planned transportation activities are equitably distributed across racial and socioeconomic groups.

### **Title VI Responsibilities – Planning and Programming**

Staff members involved in planning and programming are responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's planning and programming processes. These staff members will:

- Ensure that all aspects of the planning and programming process operation comply with Title VI.
- Develop a process for assessing the distributional effects of transportation investments as part of actions on plan and programming documents.
- Continue to ensure that staff makes concerted efforts to involve members of all social, economic, and ethnic groups in the planning process

### **Title VI Responsibilities –Environmental Affairs**

The concept of environmental justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Within the context of transportation planning, environmental justice considers the relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.

- Executive Order 12898 on environmental justice, and federal and state administrative guidelines for implementing environmental justice requirements.

Staff members are responsible for evaluating and monitoring environmental justice compliance with Title VI. Staff members will:

- Ensure Title VI environmental justice compliance.
- Analyze and make findings regarding the population affected by the action.
- Analyze and make findings regarding the impacts of planned projects on protected Title VI groups, and determine if there will be a disproportionately high and adverse impact on these groups.
- Disseminate information to the public on the processes used and findings of any analysis, in accordance with all agency public involvement procedures. This includes dissemination to groups representing minority media and ethnic/gender related organizations, and the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.

### **Title VI Responsibilities – Consultant Contracts**

Danville Transit is responsible for selection, negotiation, and administration of its consultant contracts. Danville Transit operates under its internal contract procedures and all relevant federal and state laws.

#### **Operational Guidelines:**

- Danville Transit's Disadvantaged Business Enterprise (DBE) Program
- Title 48, Chapter 1, Part 31 – Contract Cost Principles and Procedures
- Title 23, CFR 172 – Administration of Engineering and Design related Service Contracts

#### **Contract Procedures**

Danville Transit verifies Title VI compliance by consultants (subrecipients of federal funds) in the contracting process. Signature of the terms of the contract is used to verify compliance on the part of the consultant. In addition, Title VI text is included in all Danville Transit Requests for Proposals and Invitations to Bid.

### **Disadvantaged Business Enterprise (DBE) Program**

Danville Transit maintains a DBE program that is updated as needed, and corresponding DBE participation goals. Danville Transit reports on DBE participation to FTA as needed, dependent upon contracting opportunities. At the end of each fiscal year in which DBE participation goals are established actual DBE participation is evaluated in comparison to established goals, and efforts are made to “create a level playing field” for DBE and non-DBE consultants when Danville Transit does not meet the established goals.

Title VI responsibilities associated with consultant contracts include the following:

- Ensure inclusion of Title VI language in contracts and Requests for Proposals (RFP).
- Review consultants for Title VI compliance as described below:
- Ensure that all consultants verify their compliance with Title VI procedures and requirements.
- Maintain the Disadvantaged Business Enterprise (DBE) Program as described below:
  - \* Monitor, update, and maintain the agency's DBE program.
  - \* Submit annual reports on DBE participation to FTA as needed.
    - Establish and adjust DBE participation goals as appropriate.
  - \* Annually review and evaluate DBE participation in relation to DBE goals, and continue efforts to “create a level playing field” for DBE and non-DBE consultants when Danville Transit does not meet its established goals.

### **Title VI Responsibilities - Education and Training**

Minorities, women, veterans, individuals with a disability, and other individuals are protected by Title VI and federal and state anti-discrimination laws are provided with equal opportunity and fair treatment in all employment-related decisions, including opportunities for education and training.

Under the category of education and training, Title VI responsibilities include:

- Assisting in the distribution of information to Danville Transit staff on training programs regarding Title VI and related statutes.
- Ensure equal access to, and participation in, applicable courses for qualified Danville Transit employees.
- Track staff participation in Title VI and other transit related courses.
- Establish, maintain, and update a Title VI procedures manual containing general information pertaining to the administration of Danville Transit's Title VI Program, as well as related documents (such as a complaint form).

**Questions**

For questions on Danville Transit's Title VI Plan and Procedures, please contact the Title VI Coordinator at 434-799-5110 or by email at [madelman@ci.danville.va.us](mailto:madelman@ci.danville.va.us).

For information on Danville Transit's programs, please see the Danville Transit website at [www.danvilletransit.com](http://www.danvilletransit.com).

**Appendix 1**  
**Danville Transit Title VI Assurances**

The Danville Transit System HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, sex, or national origin will be subjected discrimination in the level and quality of transportation services and transit-related benefits.
2. The Danville Transit System will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9
3. The Danville Transit System will make it known the public that those person or persons alleging discrimination on the basis of race, color, sex or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

  
\_\_\_\_\_  
Jerry L. Gwaltney, City Manager

Date January 18, 2008

## **Part A**

### **Department of Transportation Title VI Assurance**

The Danville Transit System (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) of the Regulations. More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its FTA Programs 5307 and 5309:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all FTA Programs 5307 and 5309 and, in adapted form in all proposals for negotiated agreements:

The Danville Transit System, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to this Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.

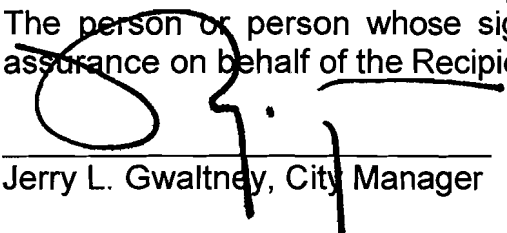
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance as a covenant running with the land in any future deeds, leases, permits licenses and similar agreements enter into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the FTA Programs 5307 and 5309; and (b) for the construction or use of or access to space on, over, or under real property acquired, or improved under FTA Programs 5307 and 5309.

8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program except where the Federal financial assistance to provide or is in the form of personal property or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transfer for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits; or (b) the period during which the recipient retains ownership or possession of the property.

9. The recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it other recipients subgrantees contractors, subcontractors, transferees, successors in interest and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of transportation under the FTA Programs 5307 and 5309 and is binding on it, other recipients subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the FTA Programs 5307 and 5309. The person or person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

  
Jerry L. Gwaltney, City Manager

Dated January 18, 2008

## **Part B**

### **Contract Assurances**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin

(4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Danville Transit System or the Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Danville Transit System, or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, the Danville Transit System shall impose contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to:

(a) withholding of payments to the contractor under the contract until the contractor complies; and/or

(b) cancellation, termination, or suspension of the contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Danville Transit System or the Federal Transit



Administration may direct as a means of enforcing such provisions including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Danville Transit System to enter into such litigation to protect the interests of the Danville Transit System, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

### **Part C**

**The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.**

**(GRANTING CLAUSE)**

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the (Name of Recipient) will accept title to the lands and maintain the project constructed thereon, in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of (Name of Appropriate Program) and the policies and procedures prescribed by (Name of Appropriate Administration) of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Name of Recipient) all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

**(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto (Name of Recipient) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the (Name of Recipient), its successors and assigns. The (Name of Recipient), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed [,] [and] \* (2) that the (Name of Recipient) shall use the

lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the abovementioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

#### **Part D**

**The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Danville Transit System pursuant to the provisions of Assurance 7(a).**

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination of Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, the Danville Transit System shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, the Danville Transit System shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Danville Transit System and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Danville Transit System pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permits, etc., as appropriate) for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in case of deeds, and leases add "as a covenant running with the land") that (1) no person on the grounds of race, color, sex, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing services thereon, no person on the grounds of race, color, sex, or national origin shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the (grantee, licensee, lessee, permits, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation -Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, the Danville Transit System shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, the Danville Transit System shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Danville Transit System and its assigns.

\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

20

## **Appendix 2**

### **Title VI Complaint Procedures**

The following pertains only to Title VI complaints regarding the federally funded programs of the Danville Transit System.

Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the Civil Rights Act of 1964. At the heart of the regulation is the statement that:

No person in the United States shall, on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Danville Transit System has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter VII of the Federal Transit Administration Circular 4702.1, dated May 26, 1988. If you believe that Danville Transit's federally funded programs have discriminated your civil rights on the basis of race, color, sex, or national origin you may file a written complaint by following the procedure outlined below:

#### **TITLE VI COMPLAINT PROCEDURE**

1. **Submission of Complaint.** Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, sex, or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by the Danville Transit System may file a written complaint with the Transportation Services Department Director. A sample complaint form may be downloaded or is available in hard copy from the Danville Transit System. Such complaints must be filed within 180 calendar days after the date the discrimination occurred. *Note: Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons who are unable to read or write.* Complaints should be mailed to:

**Danville Transit System**  
Title VI Administrator  
P.O. Box 3300  
Danville, VA 24543

2. **Referral to Review Officer.** Upon receipt of the complaint, Danville Transit's Director shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint, in consultation with other City Departments as needed. The Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the Danville Transit System received the

complaint. If more time is required, Danville Transit's Director shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the transit system's processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to Danville Transit's Director for concurrence. If Danville Transit's Director concurs, he or she shall issue the transit system's written response to the Complainant. *Note: Upon receipt of a complaint, Danville Transit shall forward a copy of this complaint and the resulting written response to the appropriate state and federal transit administration contacts.*

**3. Request for Reconsideration.** If the Complainant disagrees with Danville Transit Director's response, he or she may request reconsideration by submitting the request, in writing, to Danville Transit's Director within 10 calendar days after receipt of Danville Transit Director's response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by Danville Transit's Director. Danville Transit's Director will notify the Complainant of his or her decision either to accept or reject the request for reconsideration within 10 calendar days. In cases where Danville Transit's Director agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2 above.

**4. Appeal.** If the request for reconsideration is denied, the Complainant may appeal Danville Transit's Director's response by submitting a written appeal to the City Manager no later than 10 calendar days after receipt of the Danville Transit's Director's written decision rejecting reconsideration.

**5. Submission of Complaint to the Federal Transit Administration.** If the Complainant is dissatisfied with the transit system's resolution of the complaint, he or she may also submit a written complaint within 180 days after the alleged date of discrimination to the Federal Transit Administration Office of Civil Rights.

Ms. Deborah Haines, Civil Rights Officer  
Federal Transit Administration  
1760 Market Street  
Suite 500  
Philadelphia, PA 19103-4124

**Appendix 3**  
**Title VI Complaint Form**  
**Danville Transit System**

The purpose of this form is to assist you in filing a complaint with the Danville Transit System. You are not required to use this form; a letter containing the same information will be sufficient. It is important, however, to include all information related to items marked with a star (\*), whether or not the form is used.

**1.\* State your name and address**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number:

Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

**2.\* Person discriminated against if different from above:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number:

Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Please explain your relationship to this person(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.\* Agency or program that discriminated:**

Name: \_\_\_\_\_

Any individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_

**4A.\* Non-Employment:** Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the transit system in its treatment of you or others? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female).

\_\_\_\_\_  
Race/Color: \_\_\_\_\_

\_\_\_\_\_  
National Origin: \_\_\_\_\_

\_\_\_\_\_  
Sex: \_\_\_\_\_

\_\_\_\_\_  
Religion: \_\_\_\_\_

\_\_\_\_\_  
Age: \_\_\_\_\_

\_\_\_\_\_ Disability: \_\_\_\_\_

4B.\* Employment: Does your complaint concern discrimination in employment by the transit system? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "National Origin: Canadian").

\_\_\_\_\_ Race/Color: \_\_\_\_\_

\_\_\_\_\_ National Origin: \_\_\_\_\_

5. What is the most convenient time and place for use to contact you about this complaint?

\_\_\_\_\_  
\_\_\_\_\_

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name of attorney: \_\_\_\_\_

Address of attorney: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone number of attorney: (\_\_\_\_) \_\_\_\_\_

8.\* To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: \_\_\_\_\_

Most recent date of discrimination: \_\_\_\_\_

9.\* Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Please indicate who was involved. Be sure to include how other persons were treated differently from you. (Please use additional sheets if necessary and attach a copy of written materials pertaining to your case).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



10. The laws we enforce prohibit recipients of federal funds programmed through the transit system from intimidating or retaliating against anyone because he or she has either taken action or participated in action to secure rights protected by these laws. If you believe that you have been retaliated against (separate from the discrimination alleged in #9), please explain the circumstances below. Be sure to explain what actions you took which you believe were the basis for the alleged retaliation.

11. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name Address Area Code/Telephone Numbers

12. Do you have any other information that you think is relevant to our investigation of your allegations?

13. What remedy are you seeking for the alleged discrimination?

14. Have you (or the person discriminated against) filed the same or any other complaints with other agencies such as the Federal Transit Administration Office of Civil rights, etc.?

Yes \_\_\_\_\_

No \_\_\_\_\_

If so, do you remember the complaint number?

\_\_\_\_\_

Against what agency and department or program was it filed?

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Date of filing: \_\_\_\_\_ Agency: \_\_\_\_\_

Briefly, what was the complaint about?

\_\_\_\_\_

What was the result?

\_\_\_\_\_

15. Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any of the following?

\_\_\_\_\_ U.S. Equal Employment Opportunity Commission

\_\_\_\_\_ Federal or State Court

\_\_\_\_\_ Your State Equal Opportunity Office and/or local Office of Human Rights

16. If you have already filed a charge or complaint with an agency indicated in #15 above, please provide the following information (attach additional pages if necessary):

Agency: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Case or Docket Number: \_\_\_\_\_

Date of Trial/Hearing: \_\_\_\_\_

Location of Agency/Court: \_\_\_\_\_

Name of Investigator: \_\_\_\_\_

Status of Case: \_\_\_\_\_

Comments: \_\_\_\_\_

17. How did you learn that you could file this complaint?

18.\* We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below.  
27

\_\_\_\_\_  
(Signature) (Date)

Please feel free to add additional sheets to explain the present situation to us.  
Please mail the completed, signed Discrimination Complaint Form (please make one copy for your records) to:

Danville Transit System  
Attn: Title VI Administrator  
P.O. Box 3300  
Danville, VA 24543  
Phone: (434) 799-5110

## **Appendix 4**

### **Notice to the Public**

The text identified below will be placed permanently on the transit system's website ([www.Danvilletransit.com](http://www.Danvilletransit.com)) and bulletin board at the Danville Transfer Center.

The Danville Transit System hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Danville Transit receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Danville Transit. Any such complaint must be in writing and filed with Danville Transit's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at [www.Danvilletransit.com](http://www.Danvilletransit.com).

## **TARIFAS**

La estructura de tarifas del Sistema de Transporte de Danville está identificado a continuación. Se podrán adquirir fichas durante el horario de servicio directamente del chofer del ómnibus. Solicitamos aborden con el CAMBIO EXACTO al ómnibus. Los choferes NO llevan cambio.

<b>Tarifa básica</b> .....	\$ 1.00
<b>Descuento Media Tarifa (de 6:00 a.m. - 6:00 p.m.)</b> .....	\$ .50
(En recorridos fijos unicamente. Ver abajo por más informes.)	
<b>Menores hasta la edad de 4 años con un adulto</b> .....	GRATIS
(Solamente 1 menor por cada adulto pago.)	
<b>Combinación (Para uso inmediato)</b> .....	GRATIS
<b>10 fichas</b> .....	\$ 4.50
<b>20 fichas</b> .....	\$ 9.00

Las fichas podran ser adquiridas del chofer del omnibus o del chofer de "handivan".

### **RUTAS FIJAS Y HORARIOS DEL SERVICIO HANDIVAN**

De lunes a sábado ..... 6:00 a.m. hasta las 6:00 p.m.

#### **FERIADOS**

No habrá servicio en estos feriados:

Año Nuevo  
Día de Lee-Jackson-King  
Lunes de Pascuas  
Día Memorial  
Día de la Independencia  
Día del Trabajador  
Día de Acción de Gracias  
½ día de Nochebuena  
Día de Navidad

#### **SERVICIO DE HANDIVAN**



Certificación será requerido para el servicio de acera-a-acera.

#### **INFORMACIÓN DE DTS**

(804) 799-5144  
TDD 773-8233



### **INFORMACIÓN DE MEDIA TARIFA**

La Media Tarifa es para aquellos pasajeros mayores de sesenta y seis años de edad y discapacitados para cuando utilizen el servicio de transporte fijo. Para recibir dicho descuento, los pasajeros deberán presentar al chofér la tarjeta de Medicare, tarjeta de identificación, o un auto adhesivo certificado. Personas discapacitadas deberán ser certificados para recibir el descuento de Media Tarifa. Para recibir un formulario para aplicar o para obtener información acerca del proceso de certificación, sírvase llamar all 799-5144 o escribanos a:

**Danville Transit System  
P.O. Box 3300  
Danville, VA. 24543**

## FARES

Danville Transit System's fare structure is identified below. Tokens may be purchased from the bus operators during service hours. Please have the EXACT FARE ready when you board. Drivers carry no change.

Base Fare ..... \$1.00

Half-Fare Discount (6:00 a.m. - 6:00 p.m.) ..... \$ .50

*(Fixed Route Service Only. See below for more information)*

Children 4 years old and younger with an adult ....

FREE

*(Only 1 child per paying adult customer)*

Transfers *(To be used immediately)* ..... FREE

### BUY TOKEN

### ROLLS & SAVE

10 tokens - \$4.50

20 tokens - \$9.00

*Tokens may be  
purchased from your  
bus or handivan driver*

## FIXED ROUTE AND HANDIVAN SERVICE HOURS

Monday thru Saturday ..... 6:00 a.m. - 6:00 p.m.

### HOLIDAY SCHEDULE

There is no service on these holidays:

New Year's Day, Martin Luther King, Jr. Day,

Easter Monday, Memorial Day,

Independence Day, Labor Day

Thanksgiving Day, 1/2 Day Christmas Eve

Christmas Day

### HANDIVAN SERVICE

Certification is required  
for curb-to-curb service



### DTS Information

(804) 799-5144

TDD 773-8233

## HALF FARE DISCOUNT INFORMATION

Seniors, sixty years old or older, and disabled passengers are eligible for the half fare discount fare when using the fixed route bus service. To receive this discount, eligible passengers should present a Medicare card and/or photo i.d., or a certification sticker to the driver. Persons with disabilities must be certified to receive the Half Fare discount.

To receive an application or obtain information about the certification process, please call 799-5144, TDD 773-8233 or write to :

Danville Transit System

P. O. Box 3300

Danville, VA 24543

## **SERVICIO DE BUS - RESERVE UN VIAJE!**

- Horas de Servicio a cualquier localidad dentro de los límites de la ciudad de Danville. Lunes a Sábado de 4:00 a.m. a 6:00 a.m. y de las 5:00 p.m. hasta las 12:45 a.m.
- \$2.00 Precio de solo ida - de Parada a Parada de Omnibus.
- \$3.00 Precio de ida desde o a localidad sin ser de Parada de Omnibus.
- Llame al 799-5144 para solicitar servicio de un día o más.
- Las rutas del Reserve un Viaje cambian a diario.
- Se recomienda reservar para el próximo día.
- Reservas para el día y **el día siguiente** deben ser solicitadas hasta las 11:00 a.m.
- **Por favor llame al 799-5144 entre las 3:00 p.m. y las 7:00 p.m. para confirmar su hora.**

**De no tomar el viaje deberá cancelar dicho viaje con 30 minutos de anticipación del viaje. Si el ómnibus llega a donde Usted solicitó el viaje y Usted no está presente, será cobrado por dicho viaje. La próxima vez que fuera a usar el servicio, tendrá que pagar o no podrá viajar.**

### **Horas de Servicio de Reserve un Viaje**

**A ciertas localidades del lado este de la ciudad: Toda tarifa \$3.00**

#### Horarios de Lunes a Viernes

4:00 a.m. hasta las 8:00 a.m. y de 3:00 p.m. hasta las 12:45 a.m.

#### Horario de los Sábados

4:00 a.m. hasta las 8:00 a.m. y de 5:00 p.m. hasta las 12:45 a.m.

Localidades incluídas son las siguientes:

- Telvista, Nestle, Essel Propack, Swedwood/IKEA
- UNARCO, Shorewood Packaging
- Piedmont Precision, Yorktowne Cabinetry
- Institute for Advanced Learning & Research
- Regional Center for Applied Technology

**En caso de poder comunicarse en Inglés, llame al 799-5144 o 773-8233 TDD.**

**En caso de no poder comunicarse en Inglés, llame al 251-8518, que lo atenderemos en Español**

# Reserve A Ride Bus Service

- Service Hours to any location within the City Limits of Danville, Monday - Saturday: 4:00 am - 6:00 am and 5:00 pm - 12:45 am
- \$2.00 One-way fare - Bus stop to Bus stop
- \$3.00 One-way fare to or from a nonbus stop location
- Call 799-5144 to reserve service for one or more days
- Reserve A Ride routes change daily
- Next day reservations recommended
- Same day and *next day* reservations required by 11:00 a.m.
- Please call 799-5144 between 3pm & 7pm to confirm your time

**No Show Policy** - Trip cancellations must be made 30 minutes in advance. If the bus arrives at your pick up location and you are not present you will be charged for that ride. The next time you ride you must pay for the No-Show or you cannot ride.

**Reserve A Ride Service Hours**  
to *certain* east side locations - All Fares \$3

**Monday thru Friday Schedule**  
4:00 am until 8:00 am and  
from 3:00 pm until 12:45 am

**Saturday Schedule**  
4:00 am until 8:00 am and  
from 5:00 pm until 12:45 am

**Locations served include the following:**

- Telvista, Nestle, Essel Propack, Swedwood/IKEA
- UNARCO, Shorewood Packaging
- Piedmont Precision, Yorktowne Cabinetry
- Institute for Advanced Learning & Research
- Regional Center for Applied Technology

**799-5144      773-8233 - TDD**



**Appendix 5  
INTERPRETERS**

**Dianna Hacker  
Bonner School  
434-799-6446**

**Elva Wasson  
Adult Education  
434-799-6471**

## **Appendix 6**

### **Data Collection & Reporting Requirements**

Danville Transit will comply with the following data collection and reporting requirements as outlined in FTA Circular 4702.1:

#### **General Reporting Requirements:**

All applicants, recipients, and subrecipients are required to maintain and provide to FTA\* the information outlined below. The information is required under DOJ regulation and must be submitted prior to the approval of any grant application. Recipients and subrecipients should provide updated information as conditions warrant. Updates must at a minimum be provided every three years. Information previously submitted under the General Reporting Requirements may be referenced in subsequent submissions, as appropriate.

All applicants, recipients, and subrecipients shall maintain and submit the following general requirements:

- a. A list of any active lawsuits of complaints naming the applicant, which allege discrimination on the basis of race, color, sex, or national origin with respect to service or other transit benefits. The list should include: the date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint, including whether the parties to the lawsuit have entered into a consent decree. For applicants of assistance under Section 6, 10, 16(b)(2) and 18, this information should be maintained and made available to FTA on request. For all applicants for FTA assistance, this information should be relevant to the organizational entity actually submitting the application, not necessarily the larger agency or department of which the entity is a part (e.g., not all information on all modes of transportation).
- b. A description of all pending applications for financial assistance, and all financial assistance currently provided by other Federal agencies. For applicants of assistance under Section 6, 10, 16(b)(2) and 18, this information should be maintained and made available to FTA on request. For all applicants for FTA assistance, this information should be relevant to the organizational entity actually submitting the application, not necessarily the larger agency or department of which the entity is a part.
- c. A summary of all civil rights compliance review activities conducted in the last 3 years. The summary should include: the purpose or reason for the review; the name of the agency or organization that performed the review; a summary of the findings and recommendations of the review; and, a report on the status and/or disposition of such findings and recommendations. For all applicants for FTA assistance, this information should be relevant to the organizational entity actually submitting the

application, not necessarily the larger agency or department of which the entity is a part.

d. A signed FTA Civil Rights Assurance that all of the records and other information required under Circular 4702.1 have been or will be compiled, as appropriate, and maintained by the applicant, recipient, or subrecipient. In the case of State administered programs, this assurance should be provided by the primary and subrecipient (Appendix 1).

e. A signed standard DOT Title VI Assurance. This assurance will be maintained as part of the FTA "One Time Submission" file (Appendix 1, Part A).

\* The original circular references UMTA. The wording in this document been changed to FTA to reflect the agency's name modification.

f. For construction projects, a fixed-facility impact analysis to assess the effects on minority communities. If this information has been prepared as a result of an environmental assessment or environmental impact statement, the applicant, recipient, or subrecipient should reference the relevant information by document, page number(s), and date of submission to FTA. The analysis should include:

- A discussion of the potential impact on minority communities and minority-owned businesses during and after construction;
- A discussion of all potential negative environmental impact, such as noise, air, or water pollution;
- A detailed list of minority-owned businesses and households that will be affected by the construction project;
- A description of other significant changes or impacts on the minority community, such as increased traffic, reductions in the amount of available parking, etc.; and
- A description of the relocation program and/or other measures adopted by the applicant that will be used to mitigate any identified adverse social, economic, or environmental effect of the proposed construction project